


# GROUP 3

# #2, 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1—February	2	3
	<ul style="list-style-type: none"> <li>• Deliver #2 Catalogs</li> </ul>	<ul style="list-style-type: none"> <li>• <b>FB post, Email and Text-</b> Contest announcement— if you do one</li> <li>• Deliver #2 Catalogs</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Text #1</b>— catalog delivery follow up for mailed catalogs</li> <li>• Deliver #2 Catalogs</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver #2 Catalogs</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver #2 Catalogs</li> </ul>	
4	5	6	7	8	9	10
	<ul style="list-style-type: none"> <li>• <b>FB Post -</b></li> <li>• NET 10 money due</li> <li>• <b>#1 Email</b></li> <li>• Update email from office</li> <li>• Call customers for 15-30 min</li> </ul>	<ul style="list-style-type: none"> <li>• <b>FB Post -</b></li> <li>• Call customers for 15-30 min</li> </ul>	<ul style="list-style-type: none"> <li>• <b>FB Post -</b></li> <li>• <b>Text #2</b>— Don't miss out</li> <li>• Call customers for 15-30 min</li> </ul>	<ul style="list-style-type: none"> <li>• <b>FB Post-</b></li> <li>• Contact customers by text, email, &amp; phone before the weekend</li> <li>• Call customers for 15-30 min</li> </ul>	<ul style="list-style-type: none"> <li>• <b>FB Post-</b></li> <li>• <b>#2 Email</b></li> <li>• Call customers for 15-30 min</li> </ul>	<ul style="list-style-type: none"> <li>• <b>FB Post-</b></li> </ul>
11	12	13	14	15	16	17
	<ul style="list-style-type: none"> <li>• <b>Order Day!</b></li> <li>• <b>FB Post-</b></li> <li>• <b>Text #3-</b> Orders in by midnight!</li> <li>• RSM FB LIVE—1 PM</li> <li>• Address Update Deadline for #4, 2024 Catalog Mailings</li> <li>• Finish calling all customers</li> </ul>	<ul style="list-style-type: none"> <li>• <b>FB Post</b>— Thank you for ordering / Announce contest winners</li> <li>• Apply for Reach App reimbursement on dashboard hotlink</li> </ul>	 <ul style="list-style-type: none"> <li>• Check Email / text for Delivery Schedule</li> </ul>		<ul style="list-style-type: none"> <li>• Order Payments Processed</li> <li>• Check Declined Orders after 5pm!</li> </ul>	
18	19	20	21	22	23	24
	<ul style="list-style-type: none"> <li>• Commission available</li> <li>• Print Invoices</li> <li>• Delivery- Group 3</li> </ul>	<ul style="list-style-type: none"> <li>• Delivery- Group 3</li> </ul>	<ul style="list-style-type: none"> <li>• Delivery- Group 3</li> </ul>	<ul style="list-style-type: none"> <li>• Delivery- Group 3</li> </ul>	<ul style="list-style-type: none"> <li>• Flex Friday with Josh—11 AM</li> <li>• Contact Office within 48 hours with any delivery issues</li> <li>• Delivery- Group 3</li> </ul>	
25	26	27	28	29	1—March	2
	<ul style="list-style-type: none"> <li>• Deliver #3 Catalogs</li> </ul>	<ul style="list-style-type: none"> <li>• <b>FB post, Email and Text-</b> Contest announcement— if you do one</li> <li>• Deliver #3 Catalogs</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Text #1</b>— catalog delivery follow up for mailed catalogs</li> <li>• Deliver #3 Catalogs</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver #3 Catalogs</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver #3 Catalogs</li> </ul>	